



## ABOUT OBSIDIAN THEATRE COMPANY

Obsidian is Canada's leading culturally specific theatre company. Our threefold mission is to produce plays, to develop playwrights and to train emerging theatre professionals. Obsidian is passionately dedicated to the exploration, development, and production of the Black voice. Obsidian produces plays from a world-wide canon focusing primarily, but not exclusively, on the works of highly acclaimed Black playwrights. Obsidian provides artistic support, promoting the development of work by Black theatre makers and offering training opportunities through mentoring and apprenticeship programs for emerging Black artists.

Obsidian Theatre Company was born out of a passionate sense of artistic responsibility – a responsibility to bring the Black voice, in its many artistic dialects, to Canada's cultural forefront. Obsidian encourages Black artists to expand their vision of what they perceive, create and present to a national audience. Obsidian continues to play a prominent role in Canada's theatrical mosaic by showcasing the work of both emerging and established Black artists.

Since its inception, our development programs have led many artists to expand their professional development and create new Canadian works. Through our training programs, we produce plays, develop playwrights and train emerging theatre professionals.

## JOB DESCRIPTION

Obsidian Theatre Company Inc is looking for an **Artistic & General Administrator**.

Time Commitment: Full Time

Salary: \$35,000 - \$38,000 (Based on level of experience)

Start Date: March 2023

The Artistic Administrator will support the Artistic Director, General Manager, and Producer.

Duties will include but are not limited to:

- Assisting with the overall administration of the season, which includes two or three full productions plus assistance with various training programs, general auditions, and ancillary events
- Maintaining and updating shared calendars and all company accounts as needed
- Scheduling, managing meeting minutes, and preparing packages for season and staff meetings
- Assisting with overall marketing & outreach initiatives
- Help maintain organizational systems
- Maintenance of documents, data, and materials

- Gathering information and presenting research for ad hoc initiatives
- Providing direct administrative support to team members for season events and projects
- Representing the company at public (or virtual) events
- Ad hoc activities as required

## **REQUIREMENTS**

- Minimum of one year of experience in producing and/or arts administration
- Sound organizational skills & attention to detail
- Excellent interpersonal, written, and oral communication skills
- Ability to work both independently and collaboratively
- Ability to demonstrate initiative
- Ability to manage competing priorities and complete work in a timely manner
- Ability to multitask
- Flexible with the ability to adapt to change

## **ASSETS**

- Experience working in non-profit organizations
- Keen interest in becoming a theatre producer
- Basic graphic design skills
- Proficiency with Google Workspace & Microsoft Office Suite
- Creativity, vision, and a sense of humour

## **HOW TO APPLY**

Interested candidates are invited to submit a letter of interest and resume to Michael Sinclair at [gm@obsidiantheatre.com](mailto:gm@obsidiantheatre.com). **E-MAIL SUBMISSIONS ONLY PLEASE.**

Deadline: **February 14, 2023 @ 11:59 PM EST.**

The review of candidates will begin as applications are received and will continue on a rolling basis until the position is filled.

While we appreciate all the applications, please note that due to capacity only those considered for an interview will be contacted.